

BOXFORD TOWN LIBRARY TRUSTEES' MEETING

AUGUST 10, 2020, 7 P.M.

VIRTUAL VIA ZOOM

PRESENT: John Paul Ryan, Chair, Jayne Smallman, Vice-Chair, Glendon Ayer, Carole Davis, Amanda LaMantia, Denae Ramos-Pachucki, Antigoni Woodland, Kevin Bourque, Director

CALL TO ORDER: Chair, J.P. Ryan

I call this meeting to order at 7:00 p.m. and inform all that this meeting is being video and audio recorded and that in accordance with the Governor's emergency orders of March 12th and 15th, 2020, this public meeting/hearing will be conducted via remote participation. No in-person attendance by members of the public will be permitted, HOWEVER, the public is able to listen to and/or view this meeting virtually through the remote participation link provided on this meeting's agenda as posted on the Town's website calendar. The agenda provides a meeting specific ID number required for virtual attendance via Zoom. In addition all members please be aware that all votes must be roll call votes.

ATTENDANCE ROLL CALL: Ryan yes, Smallman yes, Ayer yes, Davis yes, LaMantia yes, Ramos-Pachicki yes, Woodland yes

CORRESPONDENCE: Chair, J. P. Ryan read a note he received from the former chair, Jeanette Glesmann, of the Boxford Town Library Trustees thanking the trustees for her gift.

MINUTES: Charlene Mead

The minutes of the July 20, 2020, Boxford Town Library Trustees' Special Meeting need to be approved. They were sent electronically to the trustees on July 21, 2020.

MOTION: *A. Woodland made a motion seconded by J. Smallman to accept the minutes of the July 20, 2020, Boxford Town Library Trustees' Special Meeting as presented.*

ROLL CALL: Ryan yes, Smallman yes, Ayer yes, Davis yes, Woodland yes

The minutes of the July 28, 2020, Joint Session of the Boxford Town Library Trustees with the Board of Selectmen need to be approved. They were sent electronically to the trustees on July 29, 2020.

MOTION: *J. Smallman made a motion seconded by J.P. Ryan to accept the minutes of the July 28, 2020, Joint Session of the Boxford Town Library Trustees with the Board of Selectmen as presented.*

ROLL CALL: Ryan yes, Smallman yes, Davis yes, Woodland yes

DIRECTOR'S REPORT: K. Bourque

- July Statistics:
 - Usage
 - Curbside bags 620

- Reference 167
- Overdrive checkouts 1141
- Total Checkouts 3079
- Finances stable
- Zoom Programming- all virtual
 - Poetry Circle
 - 3 Children's –all associated with the Summer Reading Program
- Upcoming Programming
- Summer Reading Program for All Ages
 - Still going on until the end of the week
- Programs
 - Poetry Circle, Tuesday, August 18, at 7:00 p.m.
 - Backyard Birding with Steve Hale, Wednesday, August 19, at 7:00 p.m.
 - Online Safety, presented by Amy Schram of the Better Business Bureau and Robin Putnam from the Office of Consumer Affairs and Business Regulation, Thursday, September 10, at 6:30 p.m.
- Circulation
 - Mid-year 28818
 - End of Year 46245
- Unique Visitors
 - FY 20 –17000 through mid-March
- Programming
 - Adult FY 20 = 507
 - Youth FY 20 = 1630

FRIENDS OF THE BOXFORD TOWN LIBRARY UPDATE: C. Davis

- Looking to do something at Town Meeting

REVIEW AND SELECTION OF BOARD OF TRUSTEE SUBCOMMITTEE MEMBERS AND LIAISON POSITIONS: J.P. Ryan

- FY 21 Officers, Subcommittees, and Liaisons
 - Officers

▪ Chair	John Paul Ryan (2022)
▪ Vice-Chair	Jayne Smallman (2022)
▪ Corresponding Secretary	Vacant
▪ Library Director	Kevin Bourque
▪ Minutes Secretary	Charlene Mead
 - Ad Hoc Subcommittees & Members

▪ Policy <ul style="list-style-type: none"> • Chair • Members 	Amanda LaMantia (2021) Carole Davis (2021) • Antigoni Woodland (2023) • Kevin Bourque
▪ Long Range Planning	

- Chair Denae Ramos-Pachucki (2021)
- Maintenance (B&G)
 - Chair Jayne Smallman (2022)
- Finance (Capital)
 - Executive Committee (Chair, Vice-Chair, & Corresponding Secretary)
- Communication (PR)
 - Chair Denae Ramos-Pachucki (2021)
- Special Events
 - Current Project: Outdoor Movie Night (Summer 2021)
 - Chair John Paul Ryan (2022)
 - Members Jayne Smallman (2022)
 - Antigoni Woodland (2023)
 - Kevin Bourque
- Liaisons
 - Friends of the Library Carole Davis (2021)
 - Perley Scholarship Board Carole Davis (2021)
 - Permanent Building Committee John Paul Ryan (2022)
 - Planning Board/PBC Antigoni Woodland (2023)
 - Staff Kevin Bourque

UPDATE ON TOWN HALL/LIBRARY FACILITY: K. Bourque

- Project Timeline
 - Reviewed for new board members plans and votes from March 11, 2019 through December 18, 2019
 - Warrant being presented at tonight's Selectmen's meeting
 - Review of Warrant Article #8 sponsored and supported by Permanent Building Committee, Board of Selectmen and Finance Committee

MOTION: *J. Smallman made a motion seconded by A. Woodland for the Boxford Town Library Trustees to vote to sponsor and support along with the Permanent Building Committee, Board of Selectmen, and Finance Committee Article 8 of the Warrant.*

ROLL CALL: Ryan yes, Smallman yes, Ayer yes, Davis yes, LaMantia yes, Ramos-Pachucki yes, Woodland yes,

PHASED REOPENING UPDATE: K. Bourque

- Based on an affirmative vote at Town Meeting on September 12
 - The project would begin October/November
 - 188 Washington St. building collection goes into hiding
 - Town Hall collection moves to 188 Washington St.
 - Analysis to be made as to number of people allowed in 188
 - A walk-up window is a possibility
 - If Town Hall opens prior to that

- Five people in addition to staff would be allowed in on an appointment system to browse for a half hour.
- The reservation system is in the process of being fine-tuned.

ADJOURNMENT:

MOTION: *J. Smallman made a motion seconded by A. Woodland to adjourn.*

ROLL CALL: Ryan yes, Smallman yes, Ayer yes, Davis yes, LaMantia yes, Ramos-Pachucki yes, Woodland yes

The meeting adjourned at 8:35.

NEXT MEETING: September 14, 2020

Respectfully submitted,

Charlene Mead, Minutes Secretary

Documents/exhibits discussed at the meeting:

Director's Report

Project Timeline

Library Drawings

Warrant Article #8

Accepted as presented on: September 14, 2020